

STATE OF TENNESSEE
SOURCING EVENT # 34101-11365
SPECIFICATIONS
LANDSCAPING SERVICES
MEMPHIS TN

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, tools, fuels, materials, supplies and supervision necessary to ensure that landscaping services are performed at 164th Air Lift Wing, 4593 Swinnea Road, Memphis, TN 38118 in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat and professional appearance at all times.

1.1. MAINTAIN IMPROVED/CONTROLLED GROUNDS
(Approximately 20 Acres)

1.1.1. Mow Improved/Controlled Grounds. Grass shall be cut on improved grounds each mowing. Mowing shall be as close as possible to all fixed objects such as buildings, fences, curbs, trees, plants, and/or other fixed objects. All cut grass shall be blown from the sidewalks, driveways, curbs, patios, and et cetera. Extreme care must be taken so as not to harm items such as trees, plants, or shrubs within the mowing area. No mowing will be done during wet conditions where turf damage or ruts would occur. Contractor shall maintain the growth of grass height on improved grounds depending upon the type of grass as listed below. The height shall meet the following specifications for a neat and professional appearance. All improved grounds shall look well-manicured after each mowing. Once each mowing has started, it must be completed within two consecutive calendar days unless “Acts of Nature” prevents completion. Completion will commence as soon as area is deemed acceptable to finish without damaging the grounds. *(Refer to Appendix A-Item A, Improved/Controlled Grounds).*

- Kentucky Blue Grass, St. Augustine – 2 to 3 in.
- Tall Fescue – 2.5 to 3.5 in.
- Bermuda Grass – 3 to 4 in.
- Zoysia Grass 1 to 1.5 in.

1.1.2 Edging. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the improved grounds areas shall be edged concurrent with each mowing. Edging shall include removal of vegetation from/within cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches. *(Refer to Appendix A-Item B, Improved/Controlled Grounds).*

1.1.3. Trimming. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot, bumper blocks, boulders, and other fixed obstacles. Trimming heights shall match surrounding area grass heights. This task involves all improved and semi-improved grounds *(refer to section 1.2, Maintain Semi-Improved).* All areas shall be

trimmed concurrent with mowing. Damage caused by the Contractor to trees and shrubs from trimming shall be repaired by the Contractor at no additional cost to the State. If a plant should die or become unhealthy due to damage caused by the Contractor, the Contractor will be responsible for replacing the damaged plant with a plant of same size and type at no additional cost to the State. The Contractor will remove and dispose of trimmings to leave the mowed area free of heavy accumulation of grass or trimmings. The Contractor shall dispose of trimmings off state property in accordance with state and local laws. (*Refer to Appendix A-Item C, Improved/Controlled Grounds*).

1.1.4. Equipment.

- A. Equipment used must have all safety features and accessories, as applicable, and as required by existing occupational safety and health administration (OSHA) regulations and laws.
- B. All rotary-type mowers will be equipped with skirt guards which restrict foreign objects from being thrown from the cutting unit enclosure.
- C. All trimming and edging equipment will be equipped with protectors to restrict foreign objects from being thrown. Contractor shall ensure that employees take precautions around government facilities and personnel property to ensure no damage is caused while trimming, edging, and cutting of all areas.
- D. Damage caused by Contractor's equipment to any Government facilities and property (i.e. windows, doors, fences, security equipment, etc.), Government vehicles, and/or personal vehicles on the installation are to be reported to Government Representative as soon as damaged has occurred. Government property and facilities are to be repaired at the expense of the Contractor and restored to equal or better value of original design. Contractor must supply timeframe of repair and be present during repair of the property. The Government Representative will verify that repair meets or exceeds the standard required.

1.1.5. Remove Debris. The Contractor shall perform general litter patrol in all areas, to include surrounding areas around fence line of Swinnea Road and Shelby Drive. Responsibilities shall include, but not limited to, the removal and disposal of all-natural debris, (tree limbs, drybrush, rodent habitats, dead animals, etc.), and man-made debris such as paper, trash, etc. that is upon the area grounds. Contractor shall remove debris before and after each mowing. The Contractor shall dispose of debris off state property in accordance with state and local laws. (*Refer to Appendix A-Item D, Improved/Controlled Grounds*).

1.1.6. Repair Damaged Areas. Areas damaged by Contractor's equipment or vehicle(s) shall be seeded, sprigged or sodded to meet the standard of surrounding areas at no additional cost to the State. (*Refer to Appendix A-Item E, Improved/Controlled Grounds*).

1.1.7. Maintain Bedding and Plant Areas. Maintain bedding and planted areas approximately twenty-four (24) times per year. Contractor shall perform maintenance through trimming of hedges, shrubs, bushes and plants, and watering (water will be available from the site irrigation system) within the bedding areas of the improved grounds. Hedges, shrubs, and bushes will have

a neat, clean, and professional appearance at all times. Trimmed and edged bedding areas shall match surrounding area grass heights. Contractor shall remove all visible weeds within the bedding and plant areas to maintain weed control. Any damages to hedges, trees, bushes, plants, and shrubs within the bedded areas the Contractor, (*refer to 1.1.9, Proof of Cost for Parts, not in Catalog or Price List*) will provide replacement plants or shrubs of same size and type at no additional cost to the State. Once bed maintenance has started, it must be completed within two (2) consecutive calendar days unless “Acts of Nature” prevents completion (*Refer to Appendix A-Item F, Improved/Controlled Grounds*).

1.1.7.1. Mulching.

A. Specifications:

- (1) Mulch will be provided by the Contractor at the price bid for labor and materials.
 - (a) Mulch will be deep brown mulch type (colors: deep brown or black as specified by the agency).
- (2) Amount of applied mulch will be determined by the Contractor.
- (3) Mulch will be distributed and spread evenly over designated areas. Mulch will be added to each tree, shrub, and planting bed on the property that has an existing mulch bed. Mulch shall be applied to maintain a four (4) inch depth around plants and trees and extend to the radius of existing mulch ring and beds, edging line must be clean and sharp. If too much is present, Contractor must remove old mulch before applying new mulch to beds. All weeds will be removed by hand before new mulch is applied.

B Frequency:

- (1) Service is seasonal.
- (2) Service will be performed approximately one (1) time per contract year at the request of the agency authority. (*Refer to Appendix A-Item E, Improved/Controlled Grounds*).

1.1.8. Equipment Rental. Contractor shall have for their private use all tools, equipment, materials and supplies considered industry standard for landscaping services. Any use of additional equipment where there will be a charge to the State, shall have prior approval in writing by the agency authority. Where the additional equipment is rented, a copy of the rental invoice must be attached to contract Contractor’s invoice when submitted for payment.

Contractor owned equipment that is required for specialized work may be charged the current rate that is charged by rental companies for the same type of equipment.

The agency will need to pre-approve in writing any use of the rented or owned specialized equipment.

For the owned specialized equipment, the Contractor will be required to provide documentation from a minimum of two (2) rental companies substantiating the rental rate per hour and/or per day along with the Contractor’s quote and/or invoice.

The agency reserves the right to obtain prices for the same type of rental equipment for comparison to prices quoted and if the prices quoted appears to be too high, the agency may obtain quotes for the job in accordance with the contract specifications. In the event that the rented or owned specialized equipment requires a Contractor supplier operator, the Contractor shall be allowed to include the cost for the operator based on the hourly rate on the quote.

*The Contractor warrants that no equipment shall be rented from a business or company in which the Contractor or Contractor's employees have direct or indirect financial interest and will be compensated directly or indirectly for equipment being rented to perform work specified in the contract.

Any exception taken by the Contractor for obtaining rental equipment will be considered a violation of the contract and may result in contract cancellation and/or legal action being taken against the contractor, if such action is in the best interest of the state.

1.1.9. Proof of Cost for Parts not in Catalog or Price List. All parts, materials, supplies and equipment will be billed at Contractor's cost, minus any applicable sales or use tax pursuant to Tennessee Code Annotated, Section §67-6-329, plus fifteen percent (+15%).

The contractor shall submit as backup documentation a copy of the original purchase invoice(s) as proof of cost for parts, materials, supplies & equipment. This backup documentation must accompany the invoice for the agency to process payment. If the Contractor cannot produce a copy of the original purchase invoice as proof of cost, the state may verify current market value and if necessary, adjust the invoice to reflect fair market price

Discounts, including prompt payment discount offered by suppliers, must be credited to the state in determining the actual cost of the parts, materials, supplies and equipment used for this contract.”

1.2. MAINTAIN SEMI-IMPROVED **(Approximately 13 Acres)**

1.2.1. Mow Semi-Improved Grounds. Grass cutting shall be accomplished on semi-improved grounds and airfield grounds. Contractor shall maintain grass on semi-improved grounds from seven (7) to fourteen (14) inches in height. Grass on airfield areas shall be cut as per the schedule approved by the base operations manager. The Contractor must submit the schedule for approval within ten (10) days of the start of the contract. The grass shall not be shorter than seven (7) inches in height to prevent dust and debris on the airfield and the grass shall never be more than fourteen (14) inches in height to prevent bird habitation. No mowing will be done during wet conditions where turf damage or ruts would occur. Once each cutting has started, it must be completed within two consecutive calendar days unless “Acts of Nature” prevents completion. Service shall include trimming (refer to 1.1.3). (*Refer to Appendix A-Item A, Semi-Improved Grounds*).

1.3. MAINTAIN IRRIGATION SYSTEM

GROUNDS (Improved Grounds)

The Contractor shall be responsible for the complete management, operation and maintenance of all water control devices and irrigation systems. The Contractor shall ensure that the systems are always in good working order and in operating condition. If the State changes sprinkler system configurations, the State shall update the irrigation system drawing and provide new drawings to the Contractor. All improved areas with irrigation shall receive sufficient amount of water, as necessary to present a uniform green color without browning areas resulting from lack of water.

1.3.1. The annual irrigation start-up shall be conducted in the spring between March and May as scheduled by the agency and shall consist of, but not limited to, the following: (*Refer to Appendix A-Item A, Irrigation System Requirements*).

1.3.1.1. Open the main water valve 1/3 or 33% (next to the water meter) and open all zone valves. Turn on the irrigation controller to run each zone for a short period of time pushing out the air in the system.

1.3.1.2. Open the main water valve 2/3 or 66%. Turn on the irrigation controller to run each zone for a short period of time pushing out the air in the system.

1.3.1.3. Open the main water valve 100%. Turn on the irrigation controller to run each zone for a short period of time repeatedly until all the air is pushed out of the system.

1.3.2. The monthly (April to October as based on the start-up and shut-down months) Irrigation Checks shall consist of, but not limited to, the following: (*Refer to Appendix A-Item B, Irrigation System Requirements*).

1.3.2.1. Shall consist of calibrating each zone by adjusting the time ensuring that the appropriate amount of water is applied per month to ensure proper water of the impacted areas.

1.3.3. The annual Irrigation Shut-down/Winterize as scheduled by the agency and shall be conducted in the fall in October or November and shall consist of, but not limited to, the following: (*Refer to Appendix A-Item C, Irrigation System Requirements*).

1.4. SERVICE DELIVERY.

The 164th Air Lift Wing anticipates approximately 24 mowing's on improved grounds, approximately 15 mowing's on semi-improved grounds and approximately 9 irrigation system checks per contract year. Each service will be performed after the Base Civil Engineer or their representative has provided the Contractor with a purchase order. The Contractor will respond to the request on-site within three business days, weather permitting. The Contractor shall not perform any services without first receiving a purchase order.

2. GENERAL INFORMATION

2.1. Contractor Expectations. Once work has commenced on a job, it shall be completed within no more than two consecutive days during the operational work hours unless job is halted or shall be rescheduled caused by “Acts of Nature” which prevents completion. Contractor will be given an approved schedule established by the representative as to when each service will be accomplished. Schedule will be followed as to when each service should start and be completed. Due to weather conditions, in which work can’t begin or completed, representative will contract contractor to reschedule service on the next available date. All services must be completed in an accordance of presenting the grounds to a neat, clean and professional appearance and prior to submission of an invoice for payment.

Contractor shall always have management staff to fulfill the requirements of this Contract. Management shall always be reachable and notify the State when there are changes in its management personnel.

2.2. Vendor Complaints. Failure to perform services in accordance with the specifications may result in vendor complaints. Severe vendor complaints may result in the cancellation of the contract and the possible debarment from the State’s bid list.

2.3. Hours of Operation. 7:30 am to 3:30 pm CST Monday thru Friday, except on State and Federal holidays.

2.4. Site Safety:

- a. The Contractor must assure all equipment, tools and products used on agency grounds are always under their control.
- b. The Contractor must clean a work area of any unsafe materials, dangerous objects, and/or debris.

2.5 Security Requirements. Every contract personnel who accomplishes work within the installation must pass a security background check in order to obtain a contractor’s security badge. Those that do not satisfactorily pass the background check will not be allowed access to the installation. The background check shall be conducted upon Contract effective date for all personnel assigned to work on the installation and for any new personnel added to work during the contract period. The Contractor shall bear the cost for the background check.

Contract personnel shall always be required to have the security badge on their person while on the installation.

All contract personnel driving on the installation are required to possess a valid photo driver’s license with valid vehicle registration and insurance. Contract personnel shall be required to show this information to security personnel when requested to do so.

Failure to meet these specifications will result in denied entry to the installation resulting in loss of the contractor’s badge and revoking access privileges to the installation.

All contract vehicles may be subject to search and weapons are not allowed on base. Weapons are to include guns of all types, knives larger than a pocket knife, etc. Any tools which fall into this parameter must be approved in advance by the Facility Administrator before they will be allowed on base.”

2.6. Invoice Requirement.

- a. The invoice for payment must be submitted to military.invoices@tn.gov.
- b. The invoice must describe the work performed and be itemized as per the contract lines.
 - 1. The invoice must reference the date(s) services were provided.
- c. The service must be completed entirely and accepted by the agency authority before an invoice for payment can be submitted.
- d. All materials (i.e. trees and shrubs) will be invoiced at cost plus 15% minus tax. Proof of cost must be attached when an invoice is submitted for payment. Contractor must attach a copy of the original receipt of purchase when invoicing for materials as per the Parts Term and Condition.
- e. All inquiries concerning invoice and statement matters (payment, overdue accounts, charge discrepancies, etc.) shall be addressed to the State of Tennessee, Department of Military’s Contract Administrator, Crystal Lysinger, PH: 615-313-0691, crystal.m.lysinger@tn.gov.

2.7. Charge Schedule

The unit prices will be inclusive of all expenses including, but not limited to: personnel, supervision, labor, travel cost, vehicles, equipment, tools, fuel, trip charge, materials and supplies.

Important Notice: No additional cost or surcharge will be levied or paid.

Appendix A – Estimated Yearly Workload Data

ITEM	Name/Description of Services	Specification Reference	Estimated Quantity
	Improved/Controlled Grounds (Approximately 20 Acres)		
A	Mow Improved/Controlled Grounds	1.1.1	24 cuts/Yr.
B	Edging	1.1.2	During each cut
C	Trimming	1.1.3	During each cut
D	Debris/Litter Patrol	1.1.5	During each cut
E	Repair Damaged Areas	1.1.6	During each cut
F	Maintain Bedding and Planted Areas	1.1.7	24 cuts/Yr.
G	Mulching	1.1.7.1	1/Yr.
	Semi-Improved Grounds (Approximately 13 Acres)		
A	Mow Semi-Improved Grounds	1.2.1	15 cuts/Yr.
	Irrigation System Requirements		
A	Irrigation System, Start-Up (March-May)	1.3.1	1/Yr.
B	Irrigation System Monthly Check	1.3.2	7/Yr.
C	Irrigation System, Shut Down/Winterize	1.3.3	1/Yr.